

# EMPLOYMENT OPPORTUNITY

## CITY OF LONGBEACH



### ADMINISTRATIVE OFFICER FIRE DEPARTMENT

*The City of Long Beach is seeking an innovative manager who will provide experienced leadership in the provision of human resource services to fire personnel.*



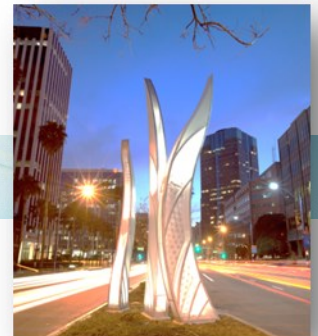
## THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY 2016 budget of approximately \$2.7billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



## FIRE DEPARTMENT

The mission of the Long Beach Fire Department is to protect lives, property and the environment, and improve the quality of life and safety of the community. This is accomplished by maintaining a Citywide presence to effectively respond to fire, medical, beach, and waterway emergencies, and providing effective fire prevention and

education services. The Fire Department has over 670 employees with a Fiscal Year 2016 budget of \$98 million.

## THE POSITION

Reporting to the Manager of Fire Administration, the Administrative Officer is an at-will management position that organizes and directs the activities of the Department's Administrative Services Division, which include the management of the Department's personnel and payroll functions. The Administrative Officer manages four employees and an operating budget of \$470,000. The Administrative Officer is a member of the Fire Department's management team. Responsibilities of the Administrative Officer include, but are not limited to:

- Ensuring that efficient Human Resources and Payroll services are provided to the Department; ensuring uniform and consistent best management practices are followed.
- Administering and interpreting departmental and citywide personnel and administrative policies and procedures.
- Coordinating the disciplinary process, including investigating disciplinary issues and recommending appropriate actions; investigating public complaints and recommending actions.
- Managing the Department's Workers' Compensation, Absence Management, and Return-to-Work programs.
- Working closely with Human Resources, Civil Service, Worker's Compensation, and other City Departments.
- Working with the City Safety Office and the Fire Training Division to schedule employees for Cal-OSHA mandated safety training and ensuring compliance with state and federal safety regulations.
- Providing management oversight of the Department's public records and contract management programs.
- May assist the Manager of Fire Administration in managing the Department's budget and implementing financial controls .

## THE IDEAL CANDIDATE

The ideal candidate will demonstrate knowledge in the following areas: federal and state leave laws; human resources best practices; personnel and administrative policies and procedures followed by the City of Long Beach; equal employment opportunity, including the Americans with Disabilities Act; employee training and development; Workers' Compensation laws; and the progressive discipline process, including a working knowledge of the Firefighters Procedural Bill of Rights. In addition to Human Resources expertise, the ideal candidate will be a detail-oriented, hands-on manager, who will lead by example and is capable of adhering to multiple deadlines in a fast-paced work environment, while maintaining effective working relationships at all levels of the organization.

### Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration, Business Administration, Human Resources Management, or a closely related field. A Master's degree is highly desirable.
2. Five years of professional experience in the field of Human Resources or a closely related field; two years which must have been in a lead or supervisory capacity. Can substitute experience for education.

#### **Professional Attributes:** The attributes that best describe the new Administrative Officer:

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| ▪ Highly organized, multi-tasker                         | ▪ Ethical with a high level of integrity       |
| ▪ Participative and inclusive management style           | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated   | ▪ Dedicated to quality service                 |
| ▪ Effective negotiator                                   | ▪ Creative, strategic thinker                  |
| ▪ Results oriented                                       | ▪ Strong project management / technical skills |
| ▪ Direct communicator with superior interpersonal skills | ▪ Exercises good judgment                      |



## SALARY + BENEFITS

The midpoint for this position is \$95,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

## APPLICATION PROCESS

This recruitment will close at **4:30 p.m. on Friday, November 13, 2015**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also attach a PDF response to the online supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interview in November/December 2015, with an appointment anticipated shortly after, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

## EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

## SUPPLEMENTAL QUESTIONS

Please submit your written response to the following questions in PDF format. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for Administrative Officer.

1. What are your guiding beliefs or philosophies regarding internal and external customer service? Are there ways in which you monitor and evaluate the quality of service your operation delivers?
2. Please explain the values and characteristics you look for in staff who report to you. Please describe your actionable approach to developing those values and characteristics in subordinate staff.
3. Please describe a major accomplishment in your career for which you are proud and why. What type of impact did this accomplishment have on the community, if any?